

MONTH/YEAR		ITEM (Generic Nomenclature; may add trade name for additional clarity)	ACCOUNTABLE UNIT	FORM INITIATED (Sign and Print Name)				BALANCE FORWARDED (From the previous sheet)		
DAY	HOUR	PATIENT NAME (Last Name, First Name)	ORDERED BY (Dr.'s Last Name)	ADMINISTERED BY (Sign on top line; Print name on bottom line)	WITNESS TO ANY WASTE (Sign on top line; Print name on bottom line)	ACTUAL DOSE ADMINISTERED TO PATIENT	AMOUNT OF MEDICATION WASTED	EXPENDITURES (Accountable units used)	RECEIPTS (Amount from pharmacy)	BALANCE (Accountable Units Remaining)